

Office Memorandum • UNITED STATES GOVERNMENT

TO : DD/A
ATTN : Chief, Classification and Wage Administration Division
FROM : Cable Secretariat

DATE: 9 February 1953

SUBJECT: Reallocation of Grades

1. It is requested that consideration be given to reallocating the following Cable Secretariat positions as indicated:

A 147	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 147.01	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 147.02	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 147.03	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 147.04	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 148	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)
A 148.01	GS-322-3	Clerk Typist	to	GS-301-4	Clerk (Typing)

2. In justification of this request two primary factors are presented below:

a. Experience has proven that it is impossible to make any clear distinction between the two typist grades in question. Constant workloads in the Message Center and rotation from day work to night work make it necessary that GS-3 Clerk Typists perform all duties of the GS-4 Clerk (Typing) position.

b. An understandable reluctance to accept the somewhat unfavorable conditions of Message Center work, such as constant pressure of work loads, shift work, and the unavoidable soiling of clothes and person by Ditto carbon make the recruitment of career employees at the GS-3 level difficult.

3. The Message Center has been operating since November of 1952 with little more than half of its typist positions filled, despite the Agency's best efforts to recruit people willing to accept such assignments. It is believed reallocating these positions to GS-4 will materially improve our chances of securing and retaining career people for this essential function.

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Cable Secretary

Attachments

A 147, A 148
Job Sheets